

**PRECISION MEASUREMENT EQUIPMENT LABORATORY
(TYPE IV)**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 within the Precision Measurement Equipment Laboratory (PMEL), Type IV function.

2. Authority. The AFI 21-series (formerly 66-series) of Air Force (AF) and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the PMEL, Type IV function. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes* (formerly AFR 25-5).

3. Applicability. This standard applies to all Air National Guard Type IV PMELs with the exception of the 162FW, Tucson AZ, and 184BW, McConnell AFB KS. This standard applies to peacetime operations only.

4. Standard Data:

- a. Classification. Type II.
- b. Approval Date. 12 June 1995.
- c. Manpower Data Source. Operational Audit (technical estimate and historical record techniques).
- d. Standard Man-Hour Equation: $Y = 179.7 + 3.871X$.
- e. Workload Factor (WLF):

(1) Title. An F, J, and K transaction completed.

(2) Definition. The average monthly number of F, J, and K transactions completed by the Type IV PMEL. Use last 12 months' data.

(3) Source. Semiannual RCS LOG-LG(SA) 7808 Report maintained by ANG/LGM; in block 16, total the F, J, and K action taken codes. Two consecutive reports are required to attain the monthly average of transactions.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 438.13 through 909.24.
- b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.
- c. Determine the whole manpower requirements for this work center and refer to the appropriate column in the standard manpower table at attachment 2 to determine the required specialties.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Laboratory Operations Precision Measurement Equipment Laboratory (Type IV)

DIRECT:

1. MANAGEMENT:

1.1. MANAGES LABORATORY PROGRAM. Ensures laboratory facility is maintained to meet minimum environmental requirement.

1.2. MANAGES DAILY MAINTENANCE PLANNING. Participates in scheduled maintenance preplanning and daily maintenance planning activity in response to Plans, Scheduling, and Production Control requirement.

1.3. PERFORMS PRODUCTION EFFECTIVENESS EVALUATION. Monitors production by labor expended, cost factor, turnaround time, frequency of repair, and backlog.

1.4. ENSURES TECHNICAL DATA ADEQUACY. Ensures technical data is adequate to meet test, measurement and diagnostic equipment (TMDE) support mission requirement.

1.5. MANAGES TMDE BRANCH QUALITY ASSURANCE PROGRAM.

1.6. ENSURES ADEQUACY OF FACILITY. Ensures the upgrading of laboratory facility and equipment to meet mission requirement. Takes action to correct deficiency.

1.7. MONITORS PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) SUPPLY SYSTEM SUPPORT.

1.8. MANAGES CUSTOMER RELATIONS PROGRAM. Provides technical assistance and training to customer coincident to the maintenance and operation of assigned TMDE. Conducts annual visit to work center that owns TMDE, including off-base location.

1.9. COORDINATES PMEL SUPPORT AGREEMENT. Coordinates and provides input to inter-service, inter-command, and other agency support agreement.

1.10. PREPARES MANAGEMENT REPORT. Prepares management report to include RCS LOG-LG(SA) 7808, Monthly Management, Facility, Billing, and Reimbursement.

2. OPERATIONS:

2.1. PROCESSES TMDE:

2.1.1. PROCESSES VOLTAGE, CURRENT, AND RESISTANCE TMDE:

2.1.1.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE TECHNICAL ORDER (T.O.) AND/OR OTHER SAFETY DIRECTIVE.

2.1.1.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.1.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.1.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.1.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.1.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.1.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.1.8. CLEANS TMDE. Cleans item which includes washing, acid bath, buffing, sandblasting, degreasing, decontamination, etc.

2.1.1.9. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.2. PROCESSES IMPEDANCE TMDE:

2.1.2.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.2.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.2.3. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.2.4. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.2.5. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.3. PROCESSES FREQUENCY GENERATING AND MEASURING TMDE:

2.1.3.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.3.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.3.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.3.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.3.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.3.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.3.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.3.8. CLEANS TMDE. Cleans item which includes washing, acid bath, buffing, sandblasting, degreasing, decontamination, etc.

2.1.3.9. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.4. PROCESSES MICROWAVE TMDE:

2.1.4.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.4.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.4.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.4.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.4.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.4.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.4.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.4.8. CLEANS TMDE. Cleans item which includes washing, acid bath, buffing, sandblasting, degreasing, decontamination, etc.

2.1.4.9. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.5. PROCESSES TEMPERATURE TMDE:

2.1.5.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.5.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.5.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.5.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.5.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.5.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.5.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.5.8. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.6. PROCESSES ELECTROMECHANICAL AND DIMENSIONAL TMDE :

2.1.6.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.6.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.6.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.6.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.6.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.6.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.6.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.6.8. CLEANS TMDE. Cleans item which includes washing, acid bath, buffing, sandblasting, degreasing, decontamination, etc.

2.1.6.9. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.7. PROCESSES TORQUE MEASUREMENT TMDE:

2.1.7.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.7.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.7.3. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.7.4. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.7.5. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.7.6. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.7.7. CLEANS TMDE. Cleans item which includes washing, acid bath, buffing, sandblasting, degreasing, decontamination, etc.

2.1.7.8. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.8. PROCESSES ELECTRICAL MEASUREMENT TMDE:

2.1.8.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.8.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.8.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.8.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.8.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.8.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.8.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.8.8. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.9. PROCESSES AUTOMATIC TEST EQUIPMENT:

2.1.9.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.9.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.9.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.9.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.9.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.9.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.9.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.9.8. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.10. PROCESSES OTHER TEST EQUIPMENT:

2.1.10.1. INSPECTS FOR COMPLIANCE WITH APPLICABLE T.O. AND/OR OTHER SAFETY DIRECTIVE.

2.1.10.2. BENCH CHECKS TMDE. Inspects, tests, and repairs item that does not require calibration.

2.1.10.3. REPAIRS TMDE. Repairs and calibrates item. Troubleshoots, removes, and replaces suspect or faulty component. Performs disassembly, inspection, cleaning, adjustment, reassembly, and lubrication of minor component.

2.1.10.4. REPAIRS TMDE THAT DOES NOT AFFECT CALIBRATION OF ITEM. Makes minor repair and/or replaces minor part such as hardware, gasket, tubing, hose, fastener, etc.

2.1.10.5. VERIFIES AND OBTAINS CALIBRATION PROCEDURE. Reads procedure before beginning calibration.

2.1.10.6. CALIBRATES TMDE THAT REQUIRES MINOR ADJUSTMENT. Calibrates item that either does not need adjustment or is found to be in tolerance but needs adjustment to peak or maximize a reading.

2.1.10.7. CALIBRATES TMDE THAT REQUIRES MAJOR ADJUSTMENT. Calibrates item that must be adjusted to bring it in tolerance or to meet calibration standard.

2.1.10.8. TESTS, INSPECTS, OR SERVICES TMDE. Tests, inspects, or services item for which no repair is required.

2.1.11. PROCESSES WEAPON'S SYSTEM SEMI-AUTOMATIC TEST STATION TMDE:

2.1.11.1. HARMONIZES AIS TEST STATION.

2.1.11.2. HARMONIZES AN/ALM-126, AN/ALM-233C TEST STATION.

2.1.11.3. HARMONIZES AN/ALM-246 TEST STATION.

2.1.11.4. HARMONIZES DM 162.

2.1.11.5. HARMONIZES AN/ALM 187A.

2.1.11.6. HARMONIZES AM37T20 JET ENGINE TEST STATION.

2.1.12. PROCESSES NONWEAPON'S SYSTEM SEMI-AUTOMATIC TEST STATION TMDE. Does not include calibration and repair of test station subcomponents that are certified and repaired in another area (i.e., K-1, K-3, etc.).

2.1.12.1. HARMONIZES 24-AE-35UE, SPECTRUM OIL ANALYSIS SYSTEM.

2.1.12.2. HARMONIZES AV 843, HYDRAULICS SUPPORT TEST STAND.

2.1.12.3. HARMONIZES AN/USM 638, RADIO FREQUENCY TRANSMISSION LINE TEST SET.

2.2. MANUFACTURES SUPPORT ITEM:

2.2.1. MANUFACTURES TEST FIXTURE.

2.2.2. MANUFACTURES CABLE.

2.2.3. MANUFACTURES CHART.

2.2.4. MANUFACTURES SMALL COMPUTER COMPUTATION PROGRAM.

2.3. PROCESSES PART REQUEST FOR REPAIRABLE TMDE.

2.4. PREPARES MAINTENANCE DEFICIENCY REPORT (MDR). Prepares MDR on noted materiel, software, or warranty discrepancy.

2.5. PREPARES AND AFFIXES CERTIFICATION/IDENTIFICATION LABEL TO TMDE IN ACCORDANCE WITH APPLICABLE T.O.

2.6. PREPARES AND SUBMITS AFTO FORM 22, TECHNICAL ORDER SYSTEM PUBLICATION IMPROVEMENT REPORT AND REPLY, TO REPORT NOTED TECHNICAL ORDER DISCREPANCY.

2.7. DOCUMENTS MAINTENANCE ACTION. Completes documentation for maintenance action into PMEL Automated Management Subsystem (PAMS).

2.8. MONITORS TIME COMPLIANCE TECHNICAL ORDER (TCTO) PROGRAM:

2.8.1. PERFORMS EQUIPMENT IDENTIFICATION.

2.8.2. PERFORMS TCTO KIT INVENTORY.

2.8.3. SCHEDULES TCTO.

2.8.4. TRACKS TCTO.

2.8.5. PERFORMS EQUIPMENT MODIFICATION:

2.8.5.1. MODIFIES VOLTAGE, CURRENT, AND RESISTANCE TMDE.

2.8.5.2. MODIFIES FREQUENCY GENERATING AND MEASURING TMDE.

2.8.5.3. MODIFIES ELECTROMECHANICAL AND DIMENSIONAL TMDE.

2.8.5.4. MODIFIES ELECTRICAL MEASUREMENT TMDE.

2.8.6. PERFORMS OPERATIONAL CHECK.

2.8.7. PERFORMS RECALIBRATION.

2.8.8. COMPLETES DOCUMENTATION.

2.9. TRANSPORTS PMEL SUPPORT EQUIPMENT:

2.9.1. PREPARES FOR ON-SITE MAINTENANCE. Retrieves production work order; collects, inspects, and verifies standard; coordinates transportation; gathers technical data and form; plans itinerary; accomplishes site coordination; and obtains necessary clearance.

2.9.2. PACKAGES STANDARD FOR TRANSPORTATION. Packages standard for transportation to the on-site location. Loads and/or unloads standard package into or from vehicle for transportation, at on-site location, and upon trip completion.

2.9.3. SETS UP AND TEARS DOWN MAINTENANCE PACKAGE. Sets up and tears down calibration package at on-site location. Arranges work area, performs equipment interconnection and power up, completes equipment soak time, and performs post-transportation operational inspection of the calibration package.

2.9.4. DOCUMENTS MAINTENANCE AND QUALITY ASSURANCE (QA) ACTION.

2.9.5. BRIEFS SITE SUPERVISOR.

2.9.6. TRAVELS TO AND FROM ON-BASE SITE LOCATION.

2.10. MANAGES HAZARDOUS WASTE AND MATERIAL PROGRAM:

2.10.1. MAINTAINS RECORD OF VOLATILE ORGANIC COMPOUND USED AND REPORTS IN ACCORDANCE WITH (IAW) STATE AND FEDERAL REGULATION.

2.10.2. PROVIDES HAZARDOUS COMMUNICATION TRAINING IAW STATE AND FEDERAL REGULATION.

2.10.3. CATEGORIZES HAZARDOUS WASTE MATERIAL.

2.10.4. PACKAGES AND LABELS HAZARDOUS WASTE MATERIAL IAW DIRECTIVE.

2.10.5. TURNS IN HAZARDOUS WASTE MATERIAL TO APPROPRIATE AGENCY.

2.10.6. MAINTAINS OTHER DOCUMENTATION AND RECORDS DATA REQUIRED BY APPROPRIATE STATE/FEDERAL AGENCY.

2.11. MAINTAINS AIR FORCE TECHNICAL ORDER (AFTO) FILE.

3. QUALITY ASSURANCE PROGRAM:

3.1. MANAGES QA PROGRAM:

3.1.1. SAMPLES COMPLETED MAINTENANCE ACTION. Samples completed maintenance action using multilevel continuous sampling system.

3.1.1.1. GENERATES QA SUMMARY REPORT LISTING.

3.1.1.2. SEGREGATES TMDE FOR QUALITY VERIFICATION INSPECTION/QUALITY PROCESS REVIEW (QVI/QPR). Places TMDE in hold area.

3.1.2. PERFORMS INSPECTION:

3.1.2.1. PERFORMS QVI INSPECTION. Performs QVI/QPR inspection on certified TMDE.

3.1.2.1.1. VERIFIES TMDE. Verifies equipment part number, serial number, and PAMS bar code label number.

3.1.2.1.2. VERIFIES WORK UNIT CODE (WUC).

3.1.2.1.3. VERIFIES CALIBRATION PROCEDURE.

3.1.2.1.4. GATHERS EQUIPMENT FOR QVI/QPR.

3.1.2.1.5. SETS UP EQUIPMENT FOR QVI/QPR.

3.1.2.1.6. PERFORMS COMPLETE QVI/QPR IAW CALIBRATION PROCEDURE.

3.1.2.1.7. PROCESSES COMPLETED QVI/QPR TO CUSTOMER PICK-UP AREA.

3.1.2.1.8. RETURNS EQUIPMENT USED FOR QVI/QPR TO STORAGE.

3.1.2.1.9. COMPLETES INSPECTION REPORT. Completes PAMS log for each QVI/QPR completed and AFTO Form 442, TMDE Inspection Report, for failure.

3.1.2.1.10. REVIEWS QVI/QPR FAILURE WITH TECHNICIAN AND SUPERVISOR.

3.1.2.1.11. PROCESSES FAILED QVI/QPR INTO PAMS. Places the failed QVI/QPR into technician module and returns item to awaiting maintenance (AWM) status.

3.1.2.1.12. COMPLETES QVI/QPR UPON REPAIR/ADJUSTMENT OF ITEM.

3.1.2.2. PERFORMS OVER-THE-SHOULDER (OTS) INSPECTION:

3.1.2.2.1. INFORMS SUPERVISOR AND TECHNICIAN OF OTS INSPECTION.

3.1.2.2.2. OBSERVES TECHNICIAN PERFORMING CALIBRATION:

3.1.2.2.2.1. INTERRUPTS CALIBRATION IF SAFETY PRACTICE IS VIOLATED.

3.1.2.2.2.2. FOLLOWS CALIBRATION PROCEDURE WITH TECHNICIAN.

3.1.2.2.2.3. ENSURES THAT SUBSTITUTE ITEM OF TMDE MEETS STANDARD ACCURACY REQUIREMENT.

3.1.2.2.2.4. INFORMS TECHNICIAN AND SUPERVISOR OF VIOLATION OR ERROR IN THE TECHNICIAN'S PERFORMANCE.

3.1.2.2.2.5. ENSURES EQUIPMENT USED TO PERFORM OTS INSPECTION IS WITHIN CALIBRATION LIMIT.

3.1.2.2.2.6. VERIFIES TMDE. Verifies equipment, part number, serial number, PAMS bar code label number, and job control work order.

3.1.2.2.2.7. VERIFIES WUC.

3.1.2.2.2.8. INSPECTS ACCESSORY.

3.1.2.2.2.9. PROCESSES COMPLETED OTS INSPECTION INTO PAMS LOG.

3.1.2.3. PERFORMS IN PROCESS REVIEW (IPR):

3.1.2.3.1. RECEIVES ITEM FROM CUSTOMER.

3.1.2.3.2. ENTERS ITEM INTO PAMS.

3.1.2.3.3. INFORMS SUPERVISOR AND TECHNICIAN OF IPR STATUS OF ITEM.

3.1.2.3.4. INITIATES IPR FORM. Completes applicable portion of form and attaches form to item. Updates PAMS.

3.1.2.3.5. ENTERS ITEM INTO AWM STATUS.

3.1.2.3.6. OVERSEES IPR CALIBRATION:

3.1.2.3.6.1. OBSERVES TECHNICIAN PERFORMING CALIBRATION:

3.1.2.3.6.2. INTERRUPTS CALIBRATION IF SAFETY PRACTICE IS VIOLATED.

3.1.2.3.6.3. ENSURES EQUIPMENT USED TO PERFORM IPR INSPECTION IS WITHIN CALIBRATION LIMIT.

3.1.2.3.6.4. VERIFIES TMDE. Verifies equipment, part number, serial number, PAMS bar code label number, and job control work order.

3.1.2.3.6.5. INSPECTS ACCESSORY.

3.1.2.3.6.6. PROCESSES COMPLETED IPR INSPECTION INTO PAMS LOG.

3.1.2.4. PERFORMS WORKING STANDARD CHECK:

3.1.2.4.1. RANDOMLY SELECTS WORKING STANDARD. Each month, randomly selects 1 percent of PMEL owned, in use, and locally calibrated TMDE for a full QVI/QPR.

3.1.2.4.2. PROCESSES SELECTED TMDE THROUGH SCHEDULING AND CREATES WORK ORDER.

3.1.2.4.3. PERFORMS CALIBRATION:

3.1.2.4.3.1. GATHERS CALIBRATION PROCEDURE, MAINTENANCE T.O., OR COMMERCIAL DATA AS REQUIRED.

3.1.2.4.3.2. GATHERS TEST EQUIPMENT, CABLE, CONNECTOR, AND ADAPTOR REQUIRED TO PERFORM CALIBRATION.

3.1.2.4.3.3. PERFORMS FULL CALIBRATION IAW CALIBRATION PROCEDURE.

3.1.2.4.3.4. ANALYZES TEST EQUIPMENT FAILURE FOR ROOT CAUSE AND MISSION IMPACT.

3.1.2.4.3.5. COMPLETES DOCUMENTATION FOR FAILED ITEM ON COMPLETED WORKING STANDARD CHECK.

3.1.2.4.3.6. PROCESSES CALIBRATED TEST INSTRUMENT INTO PAMS.

3.1.2.4.3.7. RETURNS TEST EQUIPMENT, CABLE, CONNECTOR, ADAPTOR, AND CALIBRATION PROCEDURE TO PROPER PLACE.

3.1.2.5. PERFORMS INCOMING TMDE INSPECTION.

3.1.2.6. INSPECTS PMEL OWNED TMDE RETURNED FROM DEPOT CALIBRATION.

3.1.2.7. CONFIRMS CAN-NOT-DUPLICATE (CND) ACTION. Confirms owning work center's (OWC) CND action when technician is unable to identify malfunction.

3.1.2.8. MONITORS LABORATORY ENVIRONMENT TEMPERATURE/HUMIDITY CONTROL SYSTEM. Checks temperature and humidity reading throughout the laboratory.

3.1.3. REVIEWS AND EVALUATES REPORT:

3.1.3.1. REVIEWS AND EVALUATES DEFICIENCY REPORT. Reviews and evaluates deficiency report such as material, quality, software, and warranty.

3.1.3.2. REVIEWS AND EVALUATES TECHNICAL ORDER IMPROVEMENT REPORT.

3.1.3.3. ANALYZES AND REVIEWS AFTO FORM 22 FOR TECHNICAL ACCURACY.

3.1.4. MAINTAINS RECORD:

3.1.4.1. MAINTAINS FAILED ITEM DOCUMENTATION RECORD.

3.1.4.2. MAINTAINS TMDE INSPECTION SUMMARY.

3.1.4.3. MAINTAINS PAMS QA FILE.

3.1.5. PERFORMS TREND ANALYSIS ON QVI/QPR, WORKING STANDARDS REVIEW FAILURE:

3.1.5.1. DETERMINES CAUSE OF FAILURE.

3.1.5.2. RECOMMENDS TECHNICIAN TRAINING.

3.1.6. CONDUCTS QA BRIEFING.

3.1.7. PERFORMS EVALUATION. Performs Aerospace Guidance and Metrology Center (AGMC) PMEL evaluation.

3.1.8. AIDS PMEL TECHNICIAN:

3.1.8.1. ASSISTS PMEL TECHNICIAN IN SOLVING PROBLEM INCURRED DURING THE CALIBRATION/REPAIR PROCESS.

3.1.8.2. ASSISTS TECHNICIAN WITH FINDING SUITABLE SUBSTITUTE ITEM OF TMDE IN THE CALIBRATION PROCESS.

3.1.9. PROVIDES CUSTOMER SUPPORT:

3.1.9.1. COORDINATES WITH TMDE USER TO SOLVE PROBLEM OPERATING TMDE AND FINDING A SUITABLE SUBSTITUTE ITEM FOR USE.

3.1.9.2. COORDINATES WITH OTHER PMEL, MANUFACTURER, AND/OR ENGINEER TO INVESTIGATE/RESOLVE PROBLEM AND EXCHANGE INFORMATION.

3.1.9.3. PREPARES CUSTOMER SURVEY LETTER AND MAINTAINS CUSTOMER SURVEY LOG.

3.1.9.4. MONITORS CUSTOMER DEFERRED ITEM OF TMDE.

3.1.9.5. WRITES AND PUBLISHES PMEL NEWSLETTER.

3.1.9.6. SUBMITS CALIBRATION DETERMINATION LETTER ON NEW TMDE TO AIR FORCE INVENTORY.

3.2. MANAGES PMEL AUTOMATED MANAGEMENT SUBSYSTEM:

3.2.1. MANAGES PAMS PROGRAM:

3.2.1.1. MANAGES PAMS HARDWARE.

3.2.1.2. MANAGES PAMS SOFTWARE.

3.2.2. OPERATES PAMS:

3.2.2.1. PERFORMS PAMS FILE MAINTENANCE.

3.2.2.2. MANAGES PAMS DATA FILE:

3.2.2.2.1. PURGES AND PERFORMS RESTORATION OF PAMS DATA FILE.

3.2.2.2.2. PERFORMS BACKUP OF PAMS DATA FILE:

3.2.2.2.2.1. PERFORMS DAILY BACKUP.

3.2.2.2.2.2. PERFORMS WEEKLY BACKUP.

3.2.2.2.2.3. PERFORMS MONTHLY BACKUP.

3.2.2.3. PREPARES RETRIEVAL. Prepares retrieval to extract select data from PAMS data base.

3.2.2.4. TRANSFERS PAMS MAINTENANCE DATA COLLECTION SYSTEM INFORMATION.

3.3. PERFORMS TRAVEL. Travels to and from on-site work location.

4. SCHEDULING/MATERIEL CONTROL:

4.1. PERFORMS SCHEDULING FUNCTION:

4.1.1. SCHEDULES TMDE:

4.1.1.1. RECEIVES TMDE. Receives over-the-counter TMDE from OWC.

4.1.1.2. PERFORMS INCOMING INSPECTION.

4.1.1.3. INSURES TMDE IS COMPLETE WITH ALL NECESSARY ANCILLARY EQUIPMENT.

4.1.1.4. VERIFIES INCOMING TMDE IS ON SCHEDULE.

4.1.1.5. ENTERS TMDE LABEL IDENTIFICATION NUMBER INTO PAMS.

4.1.1.6. ACCEPTS ITEM INTO WORK AND GENERATES HAND RECEIPT AND WORK ORDER:

4.1.1.6.1. ATTACHES WORK ORDER TO TMDE.

4.1.1.6.2. MOVES TMDE INTO AWM STORAGE AREA.

4.1.1.7. PROCESSES NEW TMDE TO AIR FORCE AND LOCAL PMEL MASTER INVENTORIES:

4.1.1.7.1. DETERMINES AND INPUTS REQUIRED DATA.

4.1.1.7.2. AFFIXES IDENTIFICATION LABEL TO TMDE IAW APPROPRIATE T.O.

4.1.1.7.3. IDENTIFIES NEW ITEM OF TMDE NOT LISTED IN APPLICABLE T.O.

4.1.1.7.4. CREATES NEW ITEM FILE IN THE LOCAL K-100, IF APPLICABLE.

4.1.1.7.5. MANUALLY ENTERS TMDE INTO PAMS.

4.1.1.7.6. ACCEPTS ITEM INTO WORK AND GENERATES HAND RECEIPT AND WORK ORDER.

4.1.2. COORDINATES CUSTOMER ACTION:

4.1.2.1. COORDINATES TMDE MONITOR TRAINING.

4.1.2.2. COORDINATES TMDE CANNIBALIZATION WITH OWC.

4.1.2.3. COORDINATES ON-BASE TMDE PICKUP AND DELIVERY WITH OWC.

4.1.2.4. COORDINATES LOCATION OF COMPATIBLE TEMPORARY LOAN TMDE FOR CUSTOMER.

4.1.3. PROVIDES EQUIPMENT STATUS:

4.1.3.1. PROVIDES EQUIPMENT STATUS TO PMEL MANAGEMENT.

4.1.3.2. PROVIDES EQUIPMENT STATUS TO OWC.

4.1.4. MAINTAINS MASTER LISTING:

4.1.4.1. INVENTORIES TMDE. Inventories in AWM status, in work, and on hold and updates master inventory file.

4.1.4.2. PROCESSES UPDATED MASTER LISTING TO OWC.

4.1.5. PROCESSES TMDE FOR DEPOT/OFF-BASE REPAIR:

4.1.5.1. CONTACTS SUPPORT FACILITY FOR TMDE INPUT DATE.

4.1.5.2. PREPARES FOR SHIPMENT. Prepares documentation, delivers TMDE and documentation to the Traffic Management Office, and mails advance copy of shipment document to support organization.

4.1.6. PROCESSES CALIBRATION OVERDUE LETTER.

4.1.7. PROCESSES COMPLETED TMDE:**4.1.7.1. RETURNS COMPLETED TMDE TO ON-BASE CUSTOMER.****4.1.7.2. CONDUCTS TRAINING.** Conducts and documents customer training.**4.1.7.2.1. DEVELOPS PMEL CUSTOMER TRAINING PLAN/PROGRAM.****4.1.7.2.2. SCHEDULES PMEL CUSTOMER TRAINING.****4.1.7.2.3. CONDUCTS PMEL CUSTOMER TRAINING.****4.1.7.2.4. DOCUMENTS PMEL CUSTOMER TRAINING.****4.1.7.2.5. MAINTAINS PAMS OWC COORDINATOR LISTING.****4.1.7.2.6. BRIEFS COORDINATOR.** Briefs OWC coordinator regarding TMDE assigned to OWC.**4.1.7.3. MAINTAINS BALANCED WORKLOAD.** Maintains balanced workload through the analysis of in-lab and projected workload data.**4.1.7.4. MAINTAINS HOLD AREA.** Maintains a hold area for TMDE requiring technical data, accessories, or disposition instructions from depot item manager.**4.2. PERFORMS MATERIEL CONTROL FUNCTION:****4.2.1. REQUISITIONS PART AND/OR SUPPLY ITEM:****4.2.1.1. RECEIVES PART AND/OR SUPPLY REQUEST FROM TECHNICIAN.****4.2.1.2. RESEARCHES DATA TO VALIDATE REQUISITION.****4.2.1.3. PREPARES DOCUMENTATION FOR REQUISITION AND VERIFIES PRIORITY.****4.2.1.4. COORDINATES WITH CONTRACTING/MANUFACTURER FOR PURCHASE OF NONSTOCKLISTED ITEM.****4.2.1.5. ORDERS PART AND/OR SUPPLY ITEM FROM APPROPRIATE SOURCE:****4.2.1.5.1. ORDERS PART AND/OR SUPPLY ITEM FROM BASE SUPPLY.****4.2.1.5.2. ORDERS PART AND/OR SUPPLY ITEM FOR BENCH STOCK.****4.2.1.6. DELIVERS REQUISITION FORM THROUGH BASE SUPPLY/CUSTOMER SERVICE.****4.2.1.7. MAINTAINS AF FORM 2413, REQUISITION LOG.**

4.2.1.8. PERFORMS EXPEDITER DUTY. Expedites replacement part using impress fund to obtain emergency item. Travels to local vendor to pick up required item.

4.2.1.9. TRANSFERS TMDE REQUIRING PART TO AWAITING PART (AWP) AREA.

4.2.1.10. NOTIFIES CUSTOMER OF TMDE AWP STATUS.

4.2.1.11. COORDINATES WITH OWC. Coordinates with TMDE OWC on item requiring mission impact statement and submits supply assistance or supply difficulty request.

4.2.1.12. PERFORMS FOLLOW-UP. Performs daily follow-up for part and/or supply item on order.

4.2.1.13. MONITORS SUPPLY STATUS.

4.2.1.14. RECOMMENDS CANNIBALIZATION.

4.2.1.15. RECOMMENDS NOT REPAIRABLE THIS STATION ACTION DUE TO PRIORITY OF PART.

4.2.2. RECEIVES PART AND/OR SUPPLY ITEM:

4.2.2.1. PERFORMS SUPPLY PICKUP AND DELIVERY DUTY.

4.2.2.2. PROCESSES EQUIPMENT PART ACTION. Receives and stores part with end item.

4.2.2.3. TRANSFERS TMDE. Transfers TMDE from AWP area to AWM area upon receipt of part.

4.2.3. PERFORMS SHIPPING FUNCTION:

4.2.3.1. PROCESSES OUTGOING SHIPMENT. Ships TMDE to depot facility for certification.

4.2.3.1.1. SHIPS TMDE TO 2A FACILITY (DEPOT).

4.2.3.1.2. SHIPS/TRANSPORTS TMDE TO 2B FACILITY (FIELD LABORATORY).

4.2.3.1.3. VERIFIES SHIPPING DOCUMENT.

4.2.3.1.4. COMPLETES DOCUMENTATION.

4.2.3.2. RECEIVES INCOMING SHIPMENT. Processes TMDE returned by depot/field laboratory.

4.2.3.2.1. RECEIVES TMDE FROM 2A FACILITY.

4.2.3.2.2. RECEIVES TMDE FROM 2B FACILITY.

4.2.3.2.3. VERIFIES SHIPPING DOCUMENT.

4.2.3.2.4. COMPLETES DOCUMENTATION.

4.2.4. RECEIVES TCTO KIT. Receives, stores, and issues kit.

4.2.5. COMPILES BUDGET INFORMATION FOR ANNUAL PMEL FINANCIAL PLAN.

4.2.6. MANAGES RECOVERABLE ASSET PROGRAM:

4.2.6.1. PROCESSES DUE-IN-FROM-MAINTENANCE ITEM.

4.2.6.2. PROCESSES PRECIOUS METAL FOR TURN-IN.

4.2.7. CATALOGS AND MAINTAINS WORK ORDER RESIDUE.

4.2.8. MANAGES REUSABLE CONTAINER PROGRAM FOR PMEL.

4.2.9. PROCESSES AND SHIPS TMDE. Processes TMDE under warranty to manufacturer for repair and return.

4.2.10. PROCESSES EQUIPMENT ACTION. Requisitions, receives, and turns in no longer required PMEL owned TMDE to Base Supply.

4.2.11. MAINTAINS SUPPLY INFORMATION. Maintains supply catalog, microfiche, commercial literature, and other data required for logistical support of PMEL.

INDIRECT:**II. SUPERVISION:****II.1. ADMINISTERS PERSONNEL:**

II.1.1. HIRES CIVILIAN EMPLOYEE.

II.1.2. INDOCTRINATES PERSONNEL:

II.1.2.3. INDOCTRINATES CIVILIAN.

II.1.3. RATES PERFORMANCE:

II.1.3.2. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM (CPAS):

II.1.3.2.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE PLAN.

II.1.3.2.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE RATING.

II.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

II.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION.

II.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION.

II.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION.

II.1.5. NOMINATES PERSONNEL FOR AWARD:

II.1.5.2. PREPARES CIVILIAN AWARD NOMINATION.

II.2. SUPERVISES PERSONNEL:

II.2.1. SCHEDULES PERSONNEL.

II.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

II.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION.

II.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.

II.2.3. DIRECTS WORK CENTER ACTIVITY:

II.2.3.1. OVERSEES WORK IN PROGRESS.

II.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS.

II.2.3.3. INFORMS WORK CENTER PERSONNEL:

II.2.3.3.1. INFORMS WORK CENTER PERSONNEL.

II.2.3.3.2. INFORMS INDIVIDUAL.

II.2.3.4. PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK.

II.2.4. COUNSELS PERSONNEL:

II.2.4.3. COUNSELS CIVILIAN.

II.2.5. MAINTAINS TIME AND ATTENDANCE FORM.

II.5. DEVELOPS BUDGET ESTIMATE.

II.6. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION.

II.7. INSPECTS FACILITY:

I1.7.2. INSPECTS WAREHOUSE/MAINTENANCE FACILITY.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL.

I1.9. REVIEWS REPORT AND STATISTICAL DATA.

I1.10. PREPARES SUGGESTION.

I2. ADMINISTRATION:

I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

I2.2.1. PROCESSES INCOMING DISTRIBUTION.

I2.2.2. PROCESSES OUTGOING DISTRIBUTION.

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.1. ESTABLISHES NEW FILE.

I2.3.2. UPDATES FILE.

I2.3.3. FILES CORRESPONDENCE.

I2.3.4. REVIEWS FILE FOR DISPOSAL.

I2.3.5. DISPOSES OF DOCUMENTATION.

I2.4. MAINTAINS SUSPENSE FILE.

I2.5. MAINTAINS LOG AND REGISTER.

I2.6. MAINTAINS PERSONNEL LOCATOR FILE.

I2.7. MAINTAINS CLASSIFIED MATERIAL:

I2.7.1. CONTROLS MATERIAL.

I2.7.4. DESTROYS MATERIAL.

I2.8. MAINTAINS UNCLASSIFIED PUBLICATION FILE.

I2.9. OPERATES COPYING MACHINE.

I2.14. MAINTAINS OFFICE EQUIPMENT.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM.

I3. MEETING:

I3.1. PREPARES FOR MEETING:

I3.1.4. PREPARES FOR DIRECTORATE/DIVISION/BRANCH MEETING.

I3.1.5. PREPARES FOR WORK CENTER MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING:

I3.2.4. CONDUCTS OR ATTENDS DIRECTORATE/DIVISION/BRANCH MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.1. ADMINISTERS TRAINING:

I4.1.1. DEVELOPS TRAINING PLAN.

I4.1.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT.

I4.1.4. COUNSELS TRAINEE.

I4.2. DEVELOPS TRAINING MATERIAL.

I4.3. CONDUCTS TRAINING.

I4.4. RECEIVES TRAINING.

I5. SUPPLY:

I5.1. PROCESSES EQUIPMENT REQUEST.

I5.2. CONDUCTS INVENTORY.

I5.3. MAINTAINS CUSTODIAN DOCUMENT.

I5.4. OBTAINS EXPENDABLE SUPPLIES.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS SHOP EQUIPMENT:

I6.1.1. MAINTAINS MACHINERY:

I6.1.1.1. MAINTAINS MACHINERY (NON AIRCRAFT MAINTENANCE FUNCTION).

I6.1.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK).**I6.1.3.1. MAINTAINS CTK (NON AIRCRAFT MAINTENANCE FUNCTION).****I7. CLEAN-UP:****I7.1. PREPARES WORK AREA.****I7.2. PUTS WORK AWAY.****I7.3. CLEANS WORK AREA:****I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA.**

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Precision Measurement Equipment Laboratory, Type IV/FAC 246500			APPLICABILITY MAN-HOUR RANGE 438.13 - 909.24								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
PMEL	2P0XX	CIV	1	1	1	1	1				
PMEL	2P0X1	CIV	2	3	4	5	6				
TOTAL			3	4	5	6	7				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE